

INVITES APPLICATIONS FOR
CHIEF BUILDING INSPECTOR (AMENDED)

SALARY: \$5,270-\$6,432/month

DEFINITION: Under general direction, plans, directs, and manages the building inspection activities of the City; prepares building ordinances for adoption by the City Council; inspects residential, commercial, and other types of buildings and structures in all stages of construction, alteration, and repair; enforces safety regulations and applicable building codes; and performs related duties as required.

REPRESENTATIVE DUTIES: Manages, organizes, and directs the building inspection activities in the City; coordinates building activities with other divisions and departments; assists in the selection of employees; trains and evaluates personnel; implements discipline actions; makes field inspections of residential, commercial and other types of building projects at various stages of construction or alteration for conformance to applicable zoning, plumbing, electrical, structural, and building codes, city ordinances, and state laws and permit applications; performs final inspections; reviews permit applications; reviews building plans for compliance with codes; explains departmental procedures and policies; calculates fees; performs final review before issuance of permit; investigates complaints of substandard buildings and possible noncompliance with laws, codes, or ordinances related to zoning and building; meets with owner or representative to review corrective actions; acts as an information source in the interpretation of building and safety codes; assists the public and City crews in matters related to bringing building problems into compliance with codes; prepares ordinances for adoption by the City Council; assists with redevelopment projects; reviews proposed rehabilitation projects; inspects houses applying for housing loans; reviews projects for seismic and code compliance; keeps detailed records and prepares reports; assists public at counter and in the field on matters regarding building safety and inspection; and represents and supports the policies and procedures established by the City Council, City Manager, Department Head and Division Supervisor.

DESIRABLE QUALIFICATIONS: **Education and/or Experience:** Four (4) years of progressively responsible experience inspecting buildings and/or building plan review and enforcing municipal, county, and/or state building codes; with two (2) of the four (4) years performing the most complex inspection including, but not limited to, commercial or multi-story buildings, tracts, apartments and condominiums; OR, Four (4) years of progressively responsible experience performing building inspections for a California municipal agency.

Knowledge of: Principles and practices of building inspection, building materials, and accepted safety standards; modern methods of building construction; building, plumbing and electrical codes, ordinances and laws; disabled access laws and regulations; and supervision practices.

(OVER)

Ability to:

Read blueprints; inspect construction according to submitted documents and appropriate codes; analyze, interpret and accurately check building plans and specifications; establish and maintain effective public relations; work cooperatively with builders, contractors and other members of the public; understand and follow verbal and written directions; communicate effectively, both verbally and in writing; and prepare reports and records.

REQUIREMENTS: Possession of or ability to obtain and maintain a valid California Driver's License and **The following certification must be obtained within six (6) months of hire date. However, it is highly desirable that the incumbent will already possess this certification upon hire:**

Certification as a Building Official; OR

Certification as a Combination Inspector; OR

Certification as a Building Plans Examiner AND Combo Dwelling Inspector

**SELECTION
PROCESS:**

Screening will consist of a competitive assessment of relevant education, training and work experience to be followed by an exam and/or interview before an Oral Board to determine the most qualified candidates. Applicants meeting the minimum qualifications are not guaranteed advancement to an interview, and the decision of the screening committee is final. Those candidates who are determined eligible for appointment to the position will be placed on the City's Certified Eligibility List. Applicants will receive written notification regarding the results of all phases of the recruitment process up to the establishment of the Eligibility List, if applicable. The City reserves the right to alter the testing process, as needed, without notice.

TO APPLY:

Submit evidence of qualifications, along with a completed City of Porterville Employment Application Form (a resume may be included, but does not substitute for a completed application), to the Human Resources Office, City of Porterville, 291 North Main Street, Porterville, CA 93257. **THE CITY WILL ACCEPT APPLICATIONS UNTIL THE POSITION IS FILLED.**

**SPECIAL
CONDITION:**

Candidates recommended for hire will be required to undergo a background reference, fingerprint check, and a pre-employment physical, which includes a drug test.

The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.

